



Lebogang Elgim Molete

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

My points are is that i possess a 3 Year National Diploma in Human Resources Management from the Central University of Technology,Free State and a 6 Months Admin assistant experience in the public sector

Preferred occupation

Data capturers
Administrative jobs

Government jobs
Government jobs

Administrators
Administrative jobs

Receptionist
Administrative jobs

Claims manager
Administrative jobs

Contacts and general information about me

Day of birth	1995-11-21 (28 years old)
Gender	Male
Residential location	Botshabelo Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.12 iki 2021.04
Company name	Hohle Primary School
You were working at:	Personal assistant
Occupation	Admin assistant
What you did at this job position?	-Administrative duties.

Working period **nuo 2020.12 iki 2021.04**

Company name Hohle Primary School

You were working at: Developers

Occupation IT-ecadre

What you did at this job position? Updating software and applications on learner's and teacher's devices.

Education

Educational period **nuo 2015.02 iki 2019.04**

Degree Diploma

Educational institution Central University of Technology,Free State

Educational qualification National Diploma Human Resources Management

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
Afrikaans	good	very good	very good
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	good	very good	very good

Computer knowledge

Ms office Excel,Powerpoint,Word,Access

Recommendations

Contact person Ms M Nkomo

Occupation Constable Officer

Company SAPS

Telephone number 072 087 1979

Contact person Ms M Rakaki

Occupation Principal at Hohle Primary School

Company Hohle Primary School

Telephone number 078 903 2600/051 534 2302

Email address merakaki@gmail.com

Contact person	Ms SM Ramateletse
Occupation	Mentor & Admin Clerk
Company	Hohle Primary School
Telephone number	060 835 3109/051 534 2302

Additional information

Your hobbies	Reading newspaper Basket ball Councelling Motivational speaker
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-04-00 (1 years)
Salary you wish	R10 000.00 R per month
How much do you earn now	R0 R per month